

**STATE OF WISCONSIN**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**APPLICANT INCOME CERTIFICATION**

**FOR DOA USE**

Employer: *Enter Employer Name*

Project Site: *Enter Municipality*

Contract ID: *Enter Contract ID*

Dear Applicant:

(*Enter Business or UGLG name*) is collecting the following information as a result of participating in the U.S. Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. To meet federal regulations, (*Enter Business or UGLG Name*) is required to collect statistical data on your family income and unemployment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income and unemployment status information only shared with the federal government anonymously. ***It is only through your cooperation that your community can benefit from this federal program.***

**INSTRUCTIONS:**

Please answer questions 1 and 2, then sign and date the form certifying the information is correct.

**1.) Please indicate your current family income in the following table. "Family" means all related persons in your household.**

Please Circle # of Persons in your Family	FAMILY INCOME CATEGORY			
	Please check your family income in the same row as the number of persons in your family.			
1	____ \$0 - \$20,000	____ \$20,001 - \$25,000	____ \$25,001 - \$30,000	____ Greater than \$30,000
2	____ \$0 - \$22,000	____ \$22,001 - \$27,000	____ \$27,001 - \$32,000	____ Greater than \$32,000
3	____ \$0 - \$24,000	____ \$24,001 - \$29,000	____ \$29,001 - \$34,000	____ Greater than \$34,000
4	____ \$0 - \$26,000	____ \$26,001 - \$31,000	____ \$31,001 - \$36,000	____ Greater than \$36,000
5	____ \$0 - \$28,000	____ \$28,001 - \$33,000	____ \$33,001 - \$38,000	____ Greater than \$38,000
6	____ \$0 - \$30,000	____ \$30,001 - \$35,000	____ \$35,001 - \$39,000	____ Greater than \$40,000
7	____ \$0 - \$32,000	____ \$32,001 - \$37,000	____ \$37,001 - \$41,000	____ Greater than \$42,000
8 or more	____ \$0 - \$34,000	____ \$34,001 - \$39,000	____ \$39,001 - \$43,000	____ Greater than \$44,000

Source: 2013 HUD low-moderate income level limits for (*Enter County that Business is located*), WI

**2.) Please answer these questions:**

Are you currently unemployed?

☐ Yes

☐ No

Are you legally eligible to work in the United States?

☐ Yes

☐ No

*I certify that the information provided above is correct to the best of my knowledge*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EMPLOYER/LOCAL GOVERNMENT USE ONLY (ALL SECTIONS ARE MANDATORY)**

**Position Details**

☐ Full Time    ☐ Part Time (FTE: \_\_\_\_\_)    ☐ Employer-Sponsored Healthcare Plan Offered

**Position Class**

☐ Official/Manager    ☐ Professional    ☐ Office/Clerical  
☐ Sales    ☐ Technician    ☐ Craft Worker/Skilled  
☐ Operative/Semiskilled    ☐ Laborer/Unskilled    ☐ Service Worker

**Hire Decision:**

☐ No Offer of Employment Made    or    ☐ Position offered to Applicant

## Job Category Definitions

1. **Officials or Managers** - Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** - Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** - Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office or Clerical** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** - Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
7. **Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chairworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.